



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D. C. 20505
OFFICE OF THE DIRECTOR

28 November 1969

Mr. Mortimer M. Caplin, President
National Civil Service League
1028 Connecticut Avenue, N. W.
Washington, D. C. 20036

Dear Mort:

Thank you for your letter inviting me to submit nominations for the
16th Annual Career Service Awards of the National Civil Service League.

It is with extreme pleasure that I nominate Mr. Lawrence R. Houston, our General Counsel. The enclosed papers reflect the great responsibilities which Mr. Houston has carried throughout his Federal career and the truly outstanding manner in which he has met the repeated challenges. His contribution to me and my predecessors has been invaluable.

I recommend Mr. Houston without reservation as an individual who personifies every attribute associated with distinguished service.

Sincerely,

A large black rectangular box used to redact a signature.

Richard Helms
Director

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Enclosures

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Next 2 Page(s) In Document Exempt

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MR. LAWRENCE R. HOUSTON

Professional Organizations:

Federal Bar Association

New York Bar Association

United States Supreme Court

Social and Civic Organizations:

Lawyers Club, Washington, D. C.

Waltz Group of Washington, D. C.

Georgetown Citizens Association, Washington, D. C.

Media:

Boston, Massachusetts (The Boston Globe)

Charlottesville, Virginia (Charlottesville Progress)

New York, New York (The New York Times)

Washington, D. C. (The Evening Star
The Washington Post
Federal Bar News)

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Lists of persons to be invited by NCSL (obtain from [REDACTED])

Briefing Material for Director (Tab A) ✓

Memos for Deputy Directors ^{+ EYD} re Dinner (Tab B)

Employee Bulletin (Tab C) ✓

Bulletin Board Posters (?) FSR

Large display for front foyer (?) R

Color Film (undetermined at this point whether Agency or Agriculture will handle)

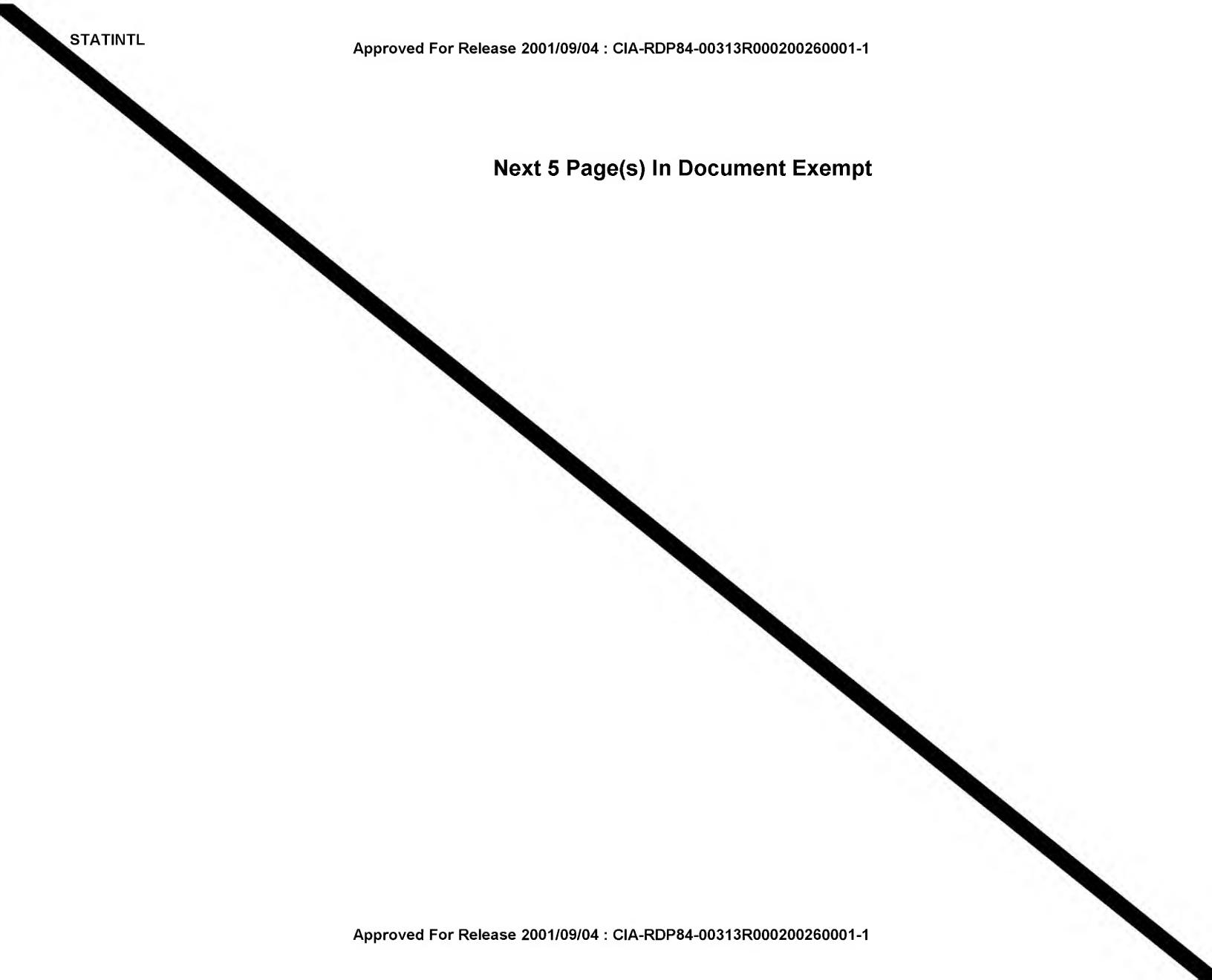
Proposed introduction of Mr. Houston by Mr. Helms (Tab D)

Proposed Citation (Tab E)

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Approved For Release 2001/09/04 : CIA-RDP84-00313R000200260001-1

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NATIONAL CIVIL SERVICE LEAGUE
CAREER SERVICE AWARDS

Agency Winner Mr. Lawrence R. Houston

Presentation Dinner -- Washington Hilton Hotel

Date and Time 8 May 1970
 Cash Bar & Reception -- 6:30 p.m.
 Dinner -- 7:30 p.m.

Cost Government Employees and their families --
 \$15.00 per ticket. Non-Government attendees --
 \$25.00 per ticket.

Dress Semi-formal
 Men -- business suits
 Women -- cocktail dresses

Reservations Reservations may be made for individual
 seating as well as tables for ten and should
 be submitted by 23 April 1970. The Office
 of Personnel will be the focal point with the
 Deputy Directors and Heads of Independent
 Offices each designating an individual to
 assist in their area.

Attendance Desired quotas have not been established
 but a large turnout is certainly desired.

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D R A F T

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : National Civil Service League Career Service
Award -- Mr. Lawrence R. Houston

1. I want to request your assistance in publicizing and encouraging attendance at the dinner honoring Lawrence R. Houston on 8 May 1970.
2. While the National Civil Service League (NCSL) has not established quotas for representative agencies, it has urged that a sincere effort be made to insure a meaningful turn-out. In similarly honoring Colonel White last year 136 individuals attended the awards banquet. It is hoped that we can maintain such participation this year and it is my firm belief that discussions at your staff meetings will give us the support needed.
3. The following basic facts are provided for your information.
 - a. A dinner honoring the winners of the NCSL Career Service Awards will take place at 7:30 p.m. Friday, 8 May 1970, at the Washington Hilton Hotel.
 - b. The dinner will be preceded by a reception and cash bar at 6:30 p.m.

c. The cost for government employees and their family members is \$15.00 per ticket. Non-government persons will be charged \$25.00 per ticket.

d. Reservations may be made for individual seating as well as tables for ten. Internal deadline for reservations is 23 April 1970.

e. Dress for the occasion is semi-formal -- business suits for the men, cocktail dresses for the women.

4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for the

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Directorate of Intelligence (Clandestine Service, etc.) with

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Chief, Benefits and Services Division, Office of Personnel.

We will need your representative's name by 13 April 1970 at which time

will discuss with him the various procedures to be followed.

5. I am certain I can count on your support to ensure Mr. Houston is honored in a manner he justly deserves.

Robert S. Wattles
Director of Personnel

D R A F T

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : National Civil Service League Career Service
Award -- Mr. Lawrence R. Houston

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National Civil Service League
Career Service Awards

1. The National Civil Service League's Career Service Awards

Program was initiated to strengthen the public service by bringing national recognition to significant careers in the Federal service. Each year the League grants awards to ten federal career employees who exemplify in an outstanding manner the primary characteristics of the career service.

2. Mr. Lawrence R. Houston, General Counsel, has been chosen for one of the ten awards granted by the National Civil Service League this year. In nominating Mr. Houston, the Director of Central Intelligence said in part, "During more than two decades of service, Mr. Houston has compiled a record of achievement so extraordinary that, joined with his devotion and thorough dedication, he has become a key adviser to me as to all other Directors of Central Intelligence. Unquestionably the effects of his panoramic contributions to the Agency and to our country will endure. They will remain as witness to his expertise, to his character, and to his superlative capacity in responding to the challenges of our national security and the dramatic times in which we live."

3. The following biographical sketch is presented to familiarize employees with the truly outstanding and unique career of Mr. Houston:

His career is inextricably bound to the history

and success of the CIA and its predecessor

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organizations. After preparation for the le-

gal profession, Mr. Houston was admitted to the Bar and joined the New York firm of White and Case in 1939. He was commissioned in the Army in 1944 and assigned to the Office of General Counsel, Office of Strategic Services. After the war he returned to OSS Headquarters and became involved in the preparatory planning for a centralized intelligence organization. Mr. Houston was the legal architect of the Central Intelligence Agency. He created the legislative design for the Agency that was incorporated in the National Security Act of 1947, and the Central Intelligence Agency Act of 1949. Mr. Houston has exercised a broad range of responsibilities involving legislation: responding to the requirements of Congress; responsibility of reviewing pending legislation to ensure that it would have no adverse impact upon the Agency's unique authorities; legal authority for the U-2 and the Francis Gary Powers episode - negotiations for his exchange and providing for a board of inquiry. Mr.

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titioner of "intelligence law."

As this Agency's first and only General Counsel, Mr. Houston has practiced two professions simultaneously: intelligence and law. Mr. Houston is the recipient of the Intelligence Medal of Merit.

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Ambassador Goldberg, Honored Winners, Distinguished Guests,
Ladies and Gentlemen:

Mr. Helms has asked me to express his regrets that he is not able to be here this evening to introduce and honor a long-time colleague from the Central Intelligence Agency. I particularly enjoy acting for Mr. Helms on this occasion for I, too, have recognized in a fairly short period the outstanding character, skill, and devotion of this gentleman. During his 22 years with CIA as its first and only General Counsel, he has truly met the challenge of public service. I therefore consider it an honor and a privilege to introduce a man who has made a lasting contribution to the Central Intelligence Agency, and indeed, to our nation:
Lawrence R. Houston.

Ambassador Goldberg, Honored Winners, Distinguished Guests,

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D R A F T

CITATION

Lawrence R. Houston, you are not only the prime mover in
the field of "intelligence law" you are its most renowned practitioner.
As an eminent and brilliant expert in this field, you laid the legal
foundation for the Central Intelligence Agency.

Your long distinguished career, marked by exceptional ability,
imagination, drive and dedication, is indeed an inspiration and guide
for all young federal careerists.

Ambassador Goldberg, Honored Winners, Distinguished Guests,

Ladies and Gentlemen:

It gives me the greatest pleasure to introduce a man who has been a close friend for over twenty years. Our careers have run the same course, both of us entered the intelligence field during World War II through the Office of Strategic Services and we have worked closely together since that time. It is with deep affection and respect for his achievements and dedication that I present Lawrence R. Houston for this Career Service Award.

Mr. Helms' Introduction

of Mr. Houston

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Ambassador Goldberg, Honored Winners, Distinguished Guests,
Ladies and Gentlemen:

It is a pleasure to speak for both Mr. Helms; who regrets
not being able to attend, and myself in introducing and honor-
ing a long-time colleague from the Central Intelligence Agency.

It is sometimes difficult to impress one's contemporaries --
those who "knew you when". Not so in this case! All agree
as to his outstanding character, extraordinary professional
skill, and thorough dedication. During his 22 years with CIA
as its first and only General Counsel, he has fully met the
challenge of public service. I therefore consider it an honor
and a privilege to present a man who has made a lasting contri-
bution to the Central Intelligence Agency, and to our nation:

Lawrence R. Houston.

D R A F T

C I T A T I O N

Lawrence R. Houston, you are not only the prime mover in
the field of "intelligence law" you are its most renowned practitioner.
As an eminent and brilliant expert in this field, you laid the legal
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Mrs Cushman will be at a table near
the head table.

When the last speech has been given,
everyone goes home. (No Dancing.)

Mr Houston will be given a parking place
when the League sends info to him.

Mrs Cushman's ticket will be sent with
the info & invitation to Mr Cushman.
No parking place.

There will be places for photographs
but no tables unless there are 10
photographers.

The awards will be given out
alphabetically - Houston # 1.

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RESERVATIONS FOR DINNER HONORING WINNERS OF
CAREER SERVICE AWARD, WASHINGTON HILTON HOTEL, 8 MAY 1970

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Make checks payable to [REDACTED], or to Cash